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COLLECTING \$5 QUALIFYING CONTRIBUTIONS

Participating candidates must collect \$5 from a number of registered voters prior to receiving funding from the Citizens Clean Elections Commission. To ensure that the candidate has enough \$5 contributions, the CCEC recommends that the candidate gather at least 20% more qualifying contributions than the minimum number required.

| Office | Qualifying Contributions- Minimum Required | (*Recommended*) Qualifying Contributions- Minimum + 20% |
|--------------------------------------|-----------------------------------------------|---------------------------------------------------------------|
| Governor | $4,200 \times \$5 = \$21,000$ | $4,200 + 20\% = 5,040 \times \$5 = \$25,200$ |
| Secretary of State | $2,625 \times \$5 = \$13,125$ | $2,625 + 20\% = 3,150 \times \$5 = \$15,750$ |
| Attorney General | $2,625 \times \$5 = \$13,125$ | $2,625 + 20\% = 3,150 \times \$5 = \$15,750$ |
| Treasurer | $1,575 \times \$5 = \$7,875$ | $1,575 + 20\% = 1,890 \times \$5 = \$9,450$ |
| Superintendent of Public Instruction | $1,575 \times \$5 = \$7,875$ | $1,575 + 20\% = 1,890 \times \$5 = \$9,450$ |
| Corporation Commission | $1,575 \times \$5 = \$7,875$ | $1,575 + 20\% = 1,890 \times \$5 = \$9,450$ |
| Mine Inspector | $525 \times \$5 = \$2,625$ | $525 + 20\% = 630 \times \$5 = \$3,150$ |
| Legislature | $210 \times \$5 = \$1,050$ | $210 + 20\% = 252 \times \$5 = \$1,260$ |

Candidates may accept \$5 qualifying contributions during the following time periods:

January 1, 2006 - August 24, 2006 for Legislative candidates;
August 1, 2005 - August 24, 2006 for Statewide candidates.

Definition of Qualifying Contribution (A.R.S. § 16-946)

- The sum of \$5, exactly;
- Made by a qualified elector ("contributor"). A qualified elector is a person who is registered to vote in the district of the office the candidate is seeking;
- The contributor has not given another qualifying contribution to the same candidate during that election cycle;
- The contributor has not been given anything of value in exchange for the qualifying contribution;
- The contribution is received either unsolicited or solicited from a person who is not employed or retained by the candidate and who is not compensated by or on behalf of the candidate to collect the qualifying contribution;
- If made by check or money order, made payable to the candidate's campaign committee, or if made in cash, deposited in the candidate's campaign committee's bank account.
- If a married couple contributes a \$10 check, BOTH parties must sign the check for it to be considered two valid qualifying contributions and each spouse must sign and date a three-part reporting slip (one check, two reporting slips); and
- Is accompanied by a three-part reporting slip that includes the printed name, registration address, signature of the contributor, the name of the candidate for whom the contribution is made, the date, and the printed name, signature of the solicitor.

Helpful Hints

- Candidates must conduct all campaign activity through a single campaign account. Therefore, any expenses incurred as a result of collecting qualifying contributions must be paid for out of the candidate's campaign account. A.R.S. § 16-948(C).
- The contributor's party affiliation DOES NOT matter for the \$5 qualifying contributions.
- A contributor may give a \$5 qualifying contribution to more than one candidate for the same office.
- A contributor may give a \$5 qualifying contribution, a \$120 early contribution, as well as sign a nomination petition on behalf of the same candidate.

Other Methods of Collection

In addition to having a solicitor collect qualifying contributions, the candidate may solicit his or her own qualifying contributions.

| Examples of Ways a Candidate May Raise Qualifying Contributions: |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• Have volunteers solicit qualifying contributions on behalf of the candidate• Host parties or forums to receive qualifying contributions• If a candidate hosts a party or event where refreshments are available, the candidate CANNOT require a \$5 contribution for partaking in refreshments.• An individual hosts a party or an event in his or her home. In this situation, each adult in the household may spend up to \$100 in value for invitations, food and beverages only. The cost of the event does not count as a contribution to the candidate. Any amount over \$100, or for any other purpose, will need to be reported as a contribution from the individual and is subject to individual contribution limits.• Candidates may post on their web site a solicitation for qualifying contributions and the qualifying contribution form. The web site must direct visitors to download or print out the qualifying contribution form, complete it, return the completed form with the five-dollar contribution to the candidate. |

Solicitation of the \$5 Qualifying Contributions

The person who seeks the qualifying contributions from qualified electors is the "solicitor" of the qualifying contribution.

The solicitor must provide his or her name, residential address, and sign each reporting form. In addition, the solicitor must sign a sworn statement, on the contribution form, avowing that the contributor has signed the reporting slip, contributed the \$5, and based on information and belief, the contributor's name and address are correctly stated, and that each contributor is a qualified elector in the state.

A solicitor must be a person who is eligible to register to vote. As defined in A.R.S. § 16-101, a person who is eligible to register to vote is every resident of the state if he or she:

- Is a citizen of the United States
- Is eighteen years of age or more on or before the date of the regular general election next following his registration
- Has been a resident of the state twenty-nine days next preceding the election
- Is able to write his or her name or make a mark, unless prevented from doing so by physical disability
- Has not been convicted of treason or a felon, unless restored to civil rights
- Has not been adjudicated an incapacitated person as defined in A.R.S. § 14-5101.

Unsolicited Qualifying Contributions

Candidates may receive qualifying contributions unsolicited. If an unsolicited contribution is received, the candidate may sign the qualifying contribution form as the solicitor.



Reporting Expenditures

What to include in a campaign finance report

A campaign finance report must include all expenditures made by the committee through the end of the reporting period. The definition of expenditure includes any purchase, payment, distribution, loan, advance, deposit or gift of money or anything of value made by a person for the purpose of influencing an election in this state including...a promise or agreement to make an expenditure resulting in an extension of credit and the value of any in-kind contribution received. A.R.S. § 16-901(8). It is the candidate's responsibility to ensure that all expenditures are entered into the campaign finance software. Entering expenditures into the software on a daily basis is a crucial component of complying with campaign finance law. It is the candidate's responsibility to communicate with his or her staff the importance of turning in receipts so that the campaign can remain in compliance with the campaign finance law.

- **Timing:** If the campaign orders any service or good, it must report the cost of that service or good in the reporting period that includes the date that the campaign orders the service even if the campaign receives an invoice later.
- **Reimbursing staff members:** Any outlay of cash, the writing of a personal check or the use of a credit card by a staff member or consultant for which the staff member or consultant will be reimbursed must be reported as an expenditure on the day the cash, check, or credit card is used.
- **Recurring services:** Recurring services such as telephone service, cell phone service, utility service, and rent become reportable expenditures the date that the campaign (or consultant or staff, if a staff member or consultant will pay the bill and be reimbursed) receives the bill as long as the bill is sent using the same billing procedures for other customers.
- **Food expenditures:** A participating candidate shall not use funds...for food and beverages for staff and volunteers exceeding \$7 for breakfast, \$7.50 for lunch and \$15 for dinner. A.A.C. R2-20-702(C)(2).
- **Receiving a refund:** If a candidate receives a refund from an expenditure (for example, the candidate returns merchandise to the store), the original expenditure and the refunded amount must be reported. The campaign finance software includes a specific section to report refunds.
- **Loan repayment:** A loan repayment is *not* an expenditure. The campaign finance software includes a specific section to enter in loan repayments.
- **Refund of a contribution:** A refund of a contribution is *not* an expenditure. The campaign finance software includes a specific section to report contribution refunds.
- **Detail/Itemization:** The candidate or authorized person shall report all monies paid from a participating candidate's campaign account directly to the person providing the goods or service to the campaign. A.R.S. § 16-948(C).

Important Note for Nonparticipating Candidates

Nonparticipating candidates have the additional responsibility of filing "trigger" reports when their expenditures exceed certain thresholds. (*See Trigger Reports handout for more information*) Each trigger report must include all expenditures, outstanding debt and contributions incurred through the end of the reporting period. Two weeks before the election, the trigger report deadlines are daily. It is essential that candidates communicate to their staff that receipts must be turned in on a daily basis. If expenditures are reported late, matching funds for participating opponents may be withheld causing the CCEC to initiate an enforcement action against the nonparticipating candidate.

Reporting Outstanding Debt

Each campaign finance report must include an itemized account of the campaign debts and extensions of credit that are owed by the candidate and that remain outstanding. The report must include the name and address of the obligee or creditor, the amount owed, whether the amount is certain or estimated and on what basis, and the purpose of the obligation. An obligation that is itemized on a campaign finance report shall be listed on all subsequent finance reports until extinguished. Debt and extensions of credit must be reported continuously until paid. The campaign finance software contains specific sections for reporting outstanding debt. If the exact level of debt is unknown, it shall be estimated.

Example: A candidate orders campaign signs from a vendor. The candidate places the order for pickup in 1 week but makes no payment. The vendor tells the candidate that the cost will be \$800. At this point, the candidate has incurred debt of \$800 and must enter a bill of \$800 into the campaign finance software. The software will display a debt of \$800.

Next week, the candidate picks up the signs from the vendor and receives a bill for \$800 due in 30 days. The \$800 debt will remain in the software until the bill is paid. At such time, the candidate will enter the payment of the bill in the software. The software automatically changes the \$800 from debt to a paid expenditure.

If the candidate had paid the \$800 to the vendor at the time the signs were ordered, the candidate would have entered in an expenditure for \$800 in the campaign finance software on that date.



Using a Personal Credit Card

Participating candidates may NOT use personal credit cards or allow campaign workers to use credit cards on their behalf. ALL expenditures must be made directly from the campaign account. A.R.S. § 16-948(C). While checks may be inconvenient for some, many banks offer debit cards, which fulfill the same functions as credit cards.

Nonparticipating candidates may use personal credit cards and allow campaign workers to use credit cards on their behalf. If someone uses a personal credit card on behalf of a nonparticipating candidate's campaign, the purchase is entered into the software immediately upon use of the credit card as an in-kind contribution that is expended immediately. The expenditure occurs immediately upon use of the credit card, NOT WHEN THE BILL IS RECEIVED.

Example: John is a staff member of a campaign. John uses his personal credit card to purchase \$90 in office supplies for a nonparticipating candidate's campaign. The \$90 must be entered in the campaign finance software as an in-kind contribution from John that has been expended immediately.

Participating Candidate Campaign Finance Reports



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| Name of Report | Due Date | Covered Period |
|---------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| January 31st Report | January 31, 2006 | (Period 1) covering November 23, 2004 to December 31, 2005 |
| June 30th Report | June 30, 2006 | (Period 2) covering January 1, 2006 to May 31, 2006 |
| Application for Certification Report | When a candidate submits the Application for Certification | Covering all campaign transactions to date. Due to the Secretary of State at the same time the Application for Certification is filed with the Secretary of State. |
| Qualifying Contributions Report | When a candidate submits the \$5 qualifying contributions to SOS | Reporting all \$5 qualifying contributions being submitted to the Secretary of State for verification. |
| End of Qualifying Period Report | August 31, 2006 | Covering all campaign transactions through August 24, 2006. Any unspent early contributions reported must be sent to the Commission by September 5, 2006. |
| Pre-Primary Report | August 31, 2006 | (Period 3) covering June 1, 2006 - August 23, 2006 |
| Return of Primary Funds Report | September 19, 2006 | Covering all campaign transactions through September 12, 2006. Any unspent primary monies reported must be sent to the Commission by September 26, 2006. |
| Post-Primary Report | October 12, 2006 | (Period 4) covering August 24, 2006 to October 2, 2006. This report shall include the identification of monies (if any) that were returned to the Commission at the end of the primary election period. |
| Pre-General Report | October 26, 2006 | (Period 5) covering October 3, 2006 to October 18, 2006 |
| Post-General Report | December 7, 2006 | (Period 6) covering October 19, 2006 to November 27, 2006. This report shall include the identification of monies (if any) that were returned to the Commission at the end of the general election period. Any unspent general monies reported must be sent to the Commission by December 14, 2006. |

****All campaign finance reports must be filed electronically using the Secretary of State's campaign finance software.****

Nonparticipating Candidate Campaign Finance Reports



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| Name of Report | Due Date | Covered Period |
|---------------------------------------|------------------|------------------------------------------------------------|
| January 31st Report | January 31, 2006 | (Period 1) covering November 23, 2004 to December 31, 2005 |
| June 30th Report | June 30, 2006 | (Period 2) covering January 1, 2006 to May 31, 2006 |
| Pre-Primary Report | August 31, 2006 | (Period 3) covering June 1, 2006 - August 23, 2006 |
| Post-Primary Report | October 12, 2006 | (Period 4) covering August 24, 2006 to October 2, 2006. |
| Pre-General Report | October 26, 2006 | (Period 5) covering October 3, 2006 to October 18, 2006 |
| Post-General Report | December 7, 2006 | (Period 6) covering October 19, 2006 to November 27, 2006. |

****All campaign finance reports must be filed electronically using the Secretary of State's campaign finance software.****



IMPORTANT NOTE

Nonparticipating candidates must also file a series of original and supplemental reports with the Secretary of State's Office, above and beyond the six period campaign finance reports, when certain dollar amount thresholds are met or exceeded. A.R.S. §§ 16-952, -958.

Checklist for Participating Candidates

It is imperative that candidates remember to file all paperwork and comply with all rules and requirements of state election laws and the Citizens Clean Elections Act. The following checklist will help to ensure all requirements are being met.

- ☐ File a Statement of Organization with the Secretary of State's Office.
- ☐ Open a bank account in the name of your campaign committee.
- ☐ Download and learn to use the Campaign Finance Software for report filing.
- ☐ Submit the Application for Certification as a Participating Candidate to the Secretary of State's Office by August 24, 2006.
- ☐ File a campaign finance report at the ***same time*** the Application for Certification is filed showing all campaign activity to date.
- ☐ Fill out and turn in a W-9 to the Citizens Clean Elections Commission. A social security number or federal tax i.d. number is required to complete this task.
- ☐ Obtain and study the 2005-2006 Citizens Clean Elections Commission Participating Candidate Guide.
- ☐ Candidates - attend a mandatory Candidate Workshop held by the Citizens Clean Elections Commission.
- ☐ Treasurers - attend a mandatory Treasurer Workshop held by the Citizens Clean Elections Commission.
- ☐ Submit a statement and photo for inclusion in the Primary Candidate Statement Pamphlet by June 14, 2006.
- ☐ Submit a statement and photo for inclusion in the General Candidate Statement Pamphlet by August 3, 2006.
- ☐ Submit your Application for Funding and \$5 Qualifying Contributions by August 31, 2006.

- ☐ Always remember to update the Statement of Organization when there is a change with the designated individual, candidate, treasurer or committee chairperson information.
- ☐ Keep financial books and records in excellent order.
- ☐ Remember to file all campaign finance reports in a timely fashion.
- ☐ Attend all designated district or statewide debates sponsored by the Commission.

Don't Forget to Retain All Records!



Candidates are required to retain all records with respect to each expenditure and receipt, including bank records, vouchers, worksheets, receipts, bills and accounts, journals, ledgers, fundraising solicitation material, accounting systems documentation, and any related materials documentation campaign receipts and disbursements. Campaigns are required to keep this documentation for three years. All records shall be presented to the Commission upon request. See A.A.C. R2-20-111 and R2-20-703(A)(2).

This brief list is intended to be an example of what types of documentation committees may collect over the course of an election cycle that should be retained by the committee. This list serves only as an example and in NO WAY describes the entirety of records a campaign should keep.

- ❑ Bank statements
- ❑ Deposit slips
- ❑ ATM receipts
- ❑ Check register
- ❑ Receipts from stores
- ❑ Rental car receipts
- ❑ Receipts from restaurants - A participating candidate shall not use funds...for food and beverages for staff and volunteers exceeding \$7 for breakfast, \$7.50 for lunch and \$15 for dinner. A.A.C. R2-20-702(C)(2).
- ❑ Contracts from consultants, employees, etc., and documentation of payments
- ❑ Log of travel incurred by candidate and others who receive reimbursement for their travel, including all documentation related to travel reimbursements
- ❑ Bills from service providers (telephone, internet, office rental, etc.)
- ❑ List of all fixed assets whose purchase price exceeded \$300. A.A.C. R2-20-703(A)(3).
- ❑ Documentation related to individual contributions and personal contributions
- ❑ A copy of all \$5 qualifying contribution forms

*Candidates may be selected for a random audit. During the primary election period and the general election period, all candidates shall make available for public inspection all bank accounts, campaign finance reports, and financial records relating to the candidate's campaign, either by immediate disclosure through electronic means or at the candidate's campaign headquarters, in accordance with rules adopted by the commission. A.R.S. § 16-958(F).

Campaign Accounts



Establishing a campaign account

Before a committee accepts a contribution or makes expenditures, the committee must file a Statement of Organization with the Secretary of State's Office and designate a financial institution for the campaign account. All withdrawals and disbursements from the campaign account require the signature of the treasurer or designated individual of the committee.

Limitations on campaign accounts

All financial activities for a campaign must be conducted through the campaign account. A committee may only have one single campaign account. A candidate may have an active bank account from a prior campaign, however, the candidate *cannot* use the prior campaign bank account for activities related to the current campaign.

Transferring surplus monies

Surplus monies from a prior campaign may be transferred to the candidate's subsequent campaign account. For participating candidates, the surplus monies must have originally been received from individuals or from the candidate. The early contribution limits apply and the origins of the surplus monies shall be justified upon request. Surplus money transferred to the current account shall not exceed \$120 per individual contributor. No monies may be transferred that were originally received from PACs, corporations, etc.

Interest earned

A committee may use a bank account that accrues interest. However, the committee may *not* spend interest earned on the account. Participating candidates must send interest earned to the CCEC at the end of the primary election period and at the end of the general election period.

Petty cash accounts

A candidate's campaign committee may establish one or more petty cash accounts, which in aggregate may not exceed \$1,160 at any time. No single expenditure shall be made from a petty cash account exceeding \$120. A.R.S. § 16-948(C). The treasurer of a political committee is the custodian of the committee's books and accounts and shall keep an account of the name and address of every person to whom any expenditure is made, the date, amount and purpose or reason for the expenditure and, except in the case of an expenditure by a candidate's campaign committee, the name of the candidate and the office sought by the candidate if the expenditure was made on behalf of or in opposition to a candidate. A.R.S. § 16-904(E)(4).



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Participating Candidates

Chart of General Election Spending Limits & Funding Allocations

| Office | General Election Spending Limit | One-Party-Dominant Reallocation Option General Election Spending Limit ¹ | Unopposed Spending Limit ² *Please see footnote! | Independent Candidate Funding ³ *Please see footnote! | 70%/10% of General Election Spending Limits ⁴ |
|--------------------------------------|---------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------|---------------------------------------------------------------------|----------------------------------------------------------|
| Governor | \$680,774 | N/A | \$5 Qualifying Contributions | \$794,306 | \$476,542 / \$25,000 |
| Secretary of State | \$143,325 | N/A | \$5 Qualifying Contributions | \$167,213 | \$100,328 / \$14,333 |
| Attorney General | \$143,325 | N/A | \$5 Qualifying Contributions | \$167,213 | \$100,328 / \$14,333 |
| Treasurer | \$71,655 | N/A | \$5 Qualifying Contributions | \$83,598 | \$50,159 / \$7,166 |
| Superintendent of Public Instruction | \$71,655 | N/A | \$5 Qualifying Contributions | \$83,598 | \$50,159 / \$7,166 |
| Corporation Commission | \$71,655 | N/A | \$5 Qualifying Contributions | \$83,598 | \$50,159 / \$7,166 |
| Mine Inspector | \$35,835 | N/A | \$5 Qualifying Contributions | \$41,808 | \$25,085 / \$3,584 |
| Legislature | \$17,918 | \$11,945 | \$5 Qualifying Contributions | \$20,904 | \$12,543 / \$1,792 |

Notes:

- 1 A candidate who is the member of the dominant political party in a one-party-dominant district may choose to reallocate general election period funding to the primary election period. One-party-dominant legislative districts will be determined by the CCEC by January 1, 2006. A.R.S. § 16-952(D).
- 2 At the beginning of the primary election period, the CCEC shall pay a qualified participating candidate who is unopposed for an office in that candidate's primary, in the primary of any other party, and by any opposing independent candidate, an amount equal to five dollars times the number of qualifying contributions for that candidate certified by the CCEC. The unopposed candidate is not eligible to receive matching funds. If a candidate is unopposed in both the primary election and the general election and received the amount equal to \$5 times the number of valid qualifying contributions in the primary election, the candidate will NOT receive additional funding for the general election. The candidate may carry forward primary CCEC funding into the general election period. A.R.S. § 16-951(A)(3), (C) & (D).

- 3 Independent candidates receive 70% of the sum of the primary election spending limit and the general election spending limit. The funding is received as soon as the candidate is approved to receive funding and is available for the candidate to spend in both the primary and general elections. A.R.S. § 16-951(A)(2) & -953(A).
- 4 Nonparticipating candidates must file “trigger reports” when certain dollar amounts are exceeded. The reports are used by CCEC to calculate matching funds due to participating candidates. Nonparticipating candidates must file an *original* report on the correct filing date, when in the:
 - **Primary Election Period:** Expenditures through the primary election exceed 70% of the primary election spending limit; or
 - **General Election Period:** Total contributions made to any date during the general election period, less expenditures made through the primary election, exceed 70% of the general election spending limit. A.R.S. § 16-941(B)(2).

Nonparticipating candidates must file *supplemental reports*, which are triggered after the original report has been made, on the correct filing date, when in the:

- **Primary Election Period:** Expenditures exceed 10% of the original primary election spending limit or \$25,000 whichever is lower, before the general election period; or
- **General Election Period:** Contributions less expenditures through the primary election exceed 10% of the original general election spending limit or \$25,000 whichever is lower, during the general election period. A.R.S. § 16-958(A).

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Important Contacts



Citizens Clean Elections Commission

1616 W. Adams, Suite 110
Phoenix, AZ 85007

Phone: (602) 364-3477

Toll Free: 1-877-631-8891

Fax: (602) 364-3487

Colleen Connor, Director – colleen.connor@azcleelections.gov

Eric Gorseigner, Deputy Director – eric.gorseigner@azcleelections.gov

Genevra Richardson, Campaign Finance Manager – genevra.richardson@azcleelections.gov

Autumn Southard, Voter Education Manager – autumn.southard@azcleelections.gov

Colleen McGee, Fiscal Services Manager – colleen.mcgee@azcleelections.gov

Web Site: www.azcleelections.gov

Secretary of State, Elections Division

1700 W. Washington, 7th floor
Phoenix, AZ 85007

Phone: (602) 542-8683

Toll Free: 1-877-THE-VOTE

Fax: (602) 542-6172

Mark Oatman, Campaign Finance Assistant – (602) 364-4855

Nancy Read, Campaign Finance Supervisor

Kris Waite, Assistant Election Director

Joe Kanefield, Election Director

Web Site: www.azsos.gov

Clean Elections Institute

2702 N. 3rd Street, Suite 4010
Phoenix, AZ 85004-1130

Phone: (602) 840-6633

Fax: (602) 840-2236

Barb Lubin, Executive Director – barb@azclean.org

Web Site: www.azclean.org

Frequently Asked Questions

| | <u>Contact</u> | <u>Office</u> |
|----------------------------------------------------------------------------|---------------------------------------|---------------|
| 1. Campaign Finance Software loading/troubleshooting | Mark Oatman | SOS |
| 2. How/When do I receive CCEC funding? | Eric Gorseigner Colleen McGee | CCEC CCEC |
| 3. How can I spend my CCEC funding? | Genevra Richardson Autumn Southard | CCEC CCEC |
| 4. What are some tips for collecting \$5 qualifying contributions? | Barb Lubin | CEI |
| 5. What is the process for submitting \$5 qualifying contributions to SOS? | Nancy Read | SOS |

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Independent Expenditures

A person who makes independent expenditures related to a particular office shall file reports with the Secretary of State in accordance with A.R.S. § 16-958 whenever certain triggering thresholds are met. A.R.S. § 16-941(D). An independent expenditure is an expenditure by a person or political committee, other than a candidate's campaign committee, that:

- Expressly advocates the election or defeat of a clearly identified candidate;
 - Is made without cooperation or consultation with any candidate or committee or agent of the candidate; and
 - Is not made in concert with or at the request or suggestion of a candidate, or any committee or agent of the candidate. A.R.S. § 16-901(14).
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Understanding express advocacy



“Expressly advocates” means:

- Conveying a communication containing a phrase such as “vote for,” “elect,” “re-elect,” “support,” “endorse,” “cast your ballot for,” “(name of candidate) in (year),” “(name of candidate) for (office),” “vote against,” “defeat,” “reject,” or a campaign slogan or words that in context can have no reasonable meaning other than to advocate the election or defeat of one or more clearly identified candidates; or
- Making a general public communication, such as in a broadcast medium, newspaper, magazine, billboard, or direct mailer referring to one or more clearly identified candidates and targeted to the electorate of that candidate(s) that in context can have no reasonable meaning other than to advocate the election or defeat of the candidate(s), as evidenced by factors such as the presentation of the candidate(s) in a favorable or unfavorable light, the targeting, placement or timing of the communication, or the inclusion of statements of the candidate(s) or opponents. A.R.S. § 16-901.01.

When to file a campaign finance report

Any person that makes independent expenditures cumulatively exceeding \$580 in an election cycle is required to file an original campaign finance report by the next due date (*see table below for due dates*). Subsequently, a supplemental campaign finance report must be filed by the next due date whenever previously unreported independent expenditures exceed \$1,000.

Reporting dates

Below is a chart of original and supplemental reporting dates. Whenever a person making an independent expenditure reaches a reporting threshold of either \$580 for the original report or \$1,000 for previously unreported independent expenditures, the person is required to file a campaign finance report by the next due date (listed in the chart on the reverse side of this handout).

| Reporting Due Dates for Independent Expenditures | |
|--------------------------------------------------|-----------------------------------|
| January | 1 |
| February | 1 |
| March | 1 |
| April | 1 |
| May | 1 |
| June | 1 |
| July | 1, 11, 18, 25 |
| August | 1, 8, 15, 22, 29, 30, 31 |
| September | 1, 5, 6, 7, 8, 11, 12, 19, 26 |
| October | 3, 10, 17, 24, 25, 26, 27, 30, 31 |
| November | 1, 2, 3, 6, 7 |
| December | <i>none</i> |

What to include in a campaign finance report

- Dollar amount of the independent expenditure;
- Candidate(s) whose election or defeat is being advocated;
- Office the candidate seeks; and
- Whether the independent expenditure advocates the election or defeat of the designated candidate(s).

How to file campaign finance reports

All campaign finance reports must be filed electronically with the Secretary of State's Office. For more information on the software, log onto the Secretary of State's website at www.azsos.gov, or call Mark Oatman at 602-364-4855.

Matching funding for participating candidates

The CCEC will provide matching funding to participating candidates for independent expenditures that are made against the participating candidate or that benefit the participating candidate's opponent.





Matching Funds for Participating Candidates In the General Election Period

Participating candidates may be entitled to matching funding if their nonparticipating opponent receives contributions in excess of the general election spending limit or for independent expenditures. Nonparticipating candidates are required to file campaign finance reports when they reach certain contribution thresholds. The CCEC uses the reports to determine when matching funds are due to participating candidates. The formula for determining matching funds is different in the primary election period than in the general election period.

During the general election period (September 13, 2006 - November 7, 2006), the CCEC will provide matching funds to a participating candidate whose nonparticipating opponent's total contributions, minus expenditures made through the primary election, exceed the general election spending limit.

Example: Assume 1 legislative seat, 2 candidates, 1 participating, 1 nonparticipating

| | |
|---------------------------------------------------|-----------------|
| Nonparticipating candidate's total contributions | \$40,000 |
| Nonparticipating candidate's primary expenditures | <u>\$20,000</u> |
| <i>Difference</i> | <i>\$20,000</i> |
| General election spending limit | <u>\$17,918</u> |
| Matching funds awarded | \$ 2,082 |

The chart below shows the initial general election funding, the maximum general matching funding and the maximum general total funding. The total monies distributed to a candidate, during the general election period, will not exceed three times the original general election spending limit.

| General Election Period | Initial General Funding + | Maximum Matching Funds = | Maximum Total Funds |
|---------------------------------------------|---------------------------|--------------------------|---------------------|
| Governor | \$680,774 | \$1,361,548 | \$2,042,322 |
| Secretary of State | \$143,325 | \$286,650 | \$429,975 |
| Attorney General | \$143,325 | \$286,650 | \$429,975 |
| Treasurer | \$71,655 | \$143,310 | \$214,965 |
| Superintendent of Public Instruction | \$71,655 | \$143,310 | \$214,965 |
| Corporation Commission | \$71,655 | \$143,310 | \$214,965 |
| Mine Inspector | \$35,835 | \$71,670 | \$107,505 |
| Legislature | \$17,918 | \$35,836 | \$53,754 |
| One-Party-Dominant | \$11,945 | \$23,890 | \$35,835 |

Exceptions

- ◆ **Legislative candidates who have chosen the one-party dominant reallocation option:** General matching funds will start for a participating candidate who has chosen the reallocation option whenever a nonparticipating opponent exceeds the *adjusted* general election spending limit of \$11,945.
- ◆ **Unopposed participating candidates:** Unopposed candidates are not eligible to receive matching funds in the general election period.
- ◆ **Unopposed nonparticipating candidates in primary election:** Expenditures made during the primary election period by or on behalf of an Independent candidate or a nonparticipating candidate who is unopposed in a party primary, shall be treated as though made during the general election period. Therefore, matching funds in the general election period to participating candidates will not include any expenditures made by nonparticipating candidates during the primary election period.

The chart below shows the initial general election funding, the maximum general matching funding and the maximum general total funding for Independent candidates. Independent candidates receive 70% of the sum of the primary election spending limit and the general election spending limit. The funding is received as soon as the candidate is approved to receive funding and is available for the candidate to spend in both the primary and general elections. A.R.S. § 16-951(A)(2) & -953(A).

| General Election Period | Initial Funding (for Primary and General Election periods combined) | Maximum Matching Funds | Maximum Total Funds |
|------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-----------------------------------|--------------------------------|
| Independent Gubernatorial Candidates | \$794,236 | \$1,361,548 | \$2,155,784 |
| Independent Secretary of State Candidates | \$167,213 | \$286,650 | \$453,863 |
| Independent Attorney General Candidates | \$167,213 | \$286,650 | \$453,863 |
| Independent Treasurer Candidates | \$83,598 | \$143,310 | \$226,908 |
| Independent Superintendent of Public Instruction Candidates | \$83,598 | \$143,310 | \$226,908 |
| Independent Corporation Commission Candidates | \$83,598 | \$143,310 | \$226,908 |
| Independent Mine Inspector Candidates | \$41,808 | \$71,670 | \$113,478 |
| Independent Legislative Candidate | \$20,904 | \$35,836 | \$56,740 |

Independent Expenditures

In both the primary and general election periods, participating candidates may receive matching funds for independent expenditures that are made against the participating candidate or in support of the participating candidate's opponent. Total funding distributed to a candidate in an election cycle will not exceed three times the original election spending limit (*see charts*).

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Matching Funds for Participating Candidates In the Primary Election Period

Participating candidates may be entitled to matching funding if their nonparticipating opponent in the same party primary election makes expenditures in excess of the primary election spending limit or for independent expenditures. Nonparticipating candidates are required to file campaign finance reports when they reach certain spending and contribution thresholds. The CCEC uses the reports to determine when matching funds are due to participating candidates. The formula for determining matching funds is different in the primary election period than in the general election period.

During the primary election period (July 11, 2006 - September 12, 2006), the CCEC will provide matching funds to a participating candidate whose nonparticipating opponent in the same party primary makes expenditures in excess of the original primary election spending limit.

Example: Assume 1 legislative seat, 2 candidates, 1 participating, 1 nonparticipating

| | |
|-----------------------------------|-----------------|
| Nonparticipating candidate spends | \$15,000 |
| Primary election spending limit | <u>\$11,945</u> |
| Matching funds awarded | \$ 3,055 |

Primary Election Period Matching Funds Limits

The chart below shows the initial primary funding, the maximum primary matching funding and the maximum primary total funding. The total monies distributed to a candidate during the primary election period will not exceed three times the original primary election spending limit.

| Primary Election Period | Initial Primary Funding + | Maximum Matching Funds = | Maximum Total Funds |
|--------------------------------------|------------------------------|-----------------------------|------------------------|
| Governor | \$453,849 | \$907,698 | \$1,361,547 |
| Secretary of State | \$95,550 | \$191,100 | \$286,650 |
| Attorney General | \$95,550 | \$191,100 | \$286,650 |
| Treasurer | \$47,770 | \$95,540 | \$143,310 |
| Superintendent of Public Instruction | \$47,770 | \$95,540 | \$143,310 |
| Corporation Commission | \$47,770 | \$95,540 | \$143,310 |
| Mine Inspector | \$23,890 | \$47,780 | \$71,670 |
| Legislature | \$11,945 | \$23,890 | \$35,835 |
| One-Party-Dominant | \$17,918 | \$35,836 | \$53,754 |

Exceptions

- ◆ **Candidates who have chosen the one-party dominant reallocation option:** Primary matching funds will start for a participating candidate who has chosen the reallocation option whenever a nonparticipating opponent exceeds the *adjusted* primary election spending limit of \$17,918.
- ◆ **Unopposed and Independent candidates:** Unopposed and Independent candidates are not eligible to receive matching funds in the primary election period.

* Independent candidates receive 70% of the sum of the primary election spending limit and the general election spending limit. The funding is received as soon as the candidate is approved to receive funding and is available for the candidate to spend in both the primary and general elections. A.R.S. § 16-951(A)(2) & -953(A).

Independent Expenditures

In both the primary and general election periods, participating candidates may receive matching funds for independent expenditures that are made against the participating candidate or in support of the participating candidate's opponent. Total funding distributed to a candidate in an election cycle will not exceed three times the initial election spending limit (*see chart on reverse side*).

Penalties

The Commission has the authority to assess civil penalties on both participating and nonparticipating candidates. No civil penalty negotiated by the Commission or imposed by a court may exceed the greater of \$10,000 or an amount equal to any contribution or expenditure involved in the violation. In the case of a knowing and willful violation, the civil penalty may not exceed the greater of \$15,000 or an amount equal to 200% of any contribution or expenditure involved in the violation. All civil penalties collected by the Commission are deposited into the Clean Elections Fund. A.A.C. R2-20-222.

Participating Candidates

A participating candidate may not accept contributions other than a limited number of \$5 qualifying contributions, personal monies and early contributions. A participating candidate shall not make expenditures in excess of the personal money limits, early contribution limits, the primary election spending limits, and the general election spending limits. A.R.S. § 16-941(A).

1. The civil penalty for a violation of any contribution or expenditure limit by or on behalf of a participating candidate shall be 10 times the amount by which the expenditures or contributions exceed the applicable limit.
2. The civil penalty for a violation by or on behalf of any candidate of any reporting requirement shall be:
 - \$120 per day for candidates for the legislature; and
 - \$350 per day for candidates for statewide office.

The penalty imposed shall be doubled if the amount not reported for a particular election cycle exceeds 10% of the adjusted primary or general election spending limit. No penalty imposed shall exceed twice the amount of expenditures or contributions not reported. The candidate and the candidate's campaign account shall be jointly and severally responsible for any penalty imposed. A.R.S. § 16-942(B).

3. Any campaign finance report filed indicating a violation of the contribution or spending limits involving an amount in excess of 10% of the sum of the adjusted primary election spending limit and the adjusted general election spending limit for a particular candidate shall result in disqualification of a candidate or forfeiture of office. A.R.S. § 16-942(C).



Nonparticipating Candidates

1. The civil penalty for a violation by or on behalf of any candidate of any reporting requirement shall be:

- \$120 per day for candidates for the legislature; and
- \$350 per day for candidates for statewide office.

The penalty imposed shall be doubled if the amount not reported for a particular election cycle exceeds 10% of the adjusted primary or general election spending limit. No penalty imposed shall exceed twice the amount of expenditures or contributions not reported. The candidate and the candidate's campaign account shall be jointly and severally responsible for any penalty imposed. A.R.S. § 16-942(B).

2. Any campaign finance report filed indicating a violation of the contribution or spending limits involving an amount in excess of 10% of the sum of the adjusted primary election spending limit and the adjusted general election spending limit for a particular candidate shall result in disqualification of a candidate or forfeiture of office. A.R.S. § 16-942(C).

Repayment

Any participating candidate adjudged to have committed a knowing violation of the contribution or spending limits shall repay from the candidate's personal monies to the Clean Elections Fund, all monies expended from the candidate's campaign account and shall turn over the candidate's campaign account to the Fund. A.R.S. § 16-942(D).

Any expenditure made by the candidate or the candidate's committee that cannot be documented as a direct campaign expenditure shall promptly be repaid to the Clean Elections Fund with the candidate's personal monies.

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Participating Candidates Chart of Primary Election Spending Limits & Funding Allocations

| Office | Primary Election Spending Limit | One-Party-Dominant Reallocation Option Primary Election Spending Limit ¹ | Unopposed Primary Election Spending Limit ² | Independent Candidate Primary Election Funding ³ | Minimum Qualifying Contributions | 70%/10% of Primary Election Spending Limits ⁴ |
|--------------------------------------|---------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------|-------------------------------------------------------------|----------------------------------|----------------------------------------------------------|
| Governor | \$453,849 | N/A | \$5 Qualifying Contributions | \$794,306 | 4,200 x \$5 = \$21,000 | \$317,694 / \$25,000 |
| Secretary of State | \$95,550 | N/A | \$5 Qualifying Contributions | \$167,213 | 2,625 x \$5 = \$13,125 | \$66,885 / \$9,555 |
| Attorney General | \$95,550 | N/A | \$5 Qualifying Contributions | \$167,213 | 2,625 x \$5 = \$13,125 | \$66,885 / \$9,555 |
| Treasurer | \$47,770 | N/A | \$5 Qualifying Contributions | \$83,598 | 1,575 x \$5 = \$7,875 | \$33,439 / \$4,777 |
| Superintendent of Public Instruction | \$47,770 | N/A | \$5 Qualifying Contributions | \$83,598 | 1,575 x \$5 = \$7,875 | \$33,439 / \$4,777 |
| Corporation Commission | \$47,770 | N/A | \$5 Qualifying Contributions | \$83,598 | 1,575 x \$5 = \$7,875 | \$33,439 / \$4,777 |
| Mine Inspector | \$23,890 | N/A | \$5 Qualifying Contributions | \$41,808 | 525 x \$5 = \$2,625 | \$16,723 / \$2,389 |
| Legislature | \$11,945 | \$17,918 | \$5 Qualifying Contributions | \$20,904 | 210 x \$5 = \$1,050 | \$8,362 / \$1,195 |

Notes:

- 1 A candidate who is the member of the dominant political party in a one-party-dominant district may choose to reallocate general election period funding to the primary election period. One-party-dominant legislative districts will be determined by the CCEC by January 1, 2006. A.R.S. § 16-952(D).
- 2 At the beginning of the primary election period, the CCEC shall pay a qualified participating candidate who is unopposed for an office in that candidate's primary, in the primary of any other party, and by any opposing independent candidate, an amount equal to five dollars times the number of qualifying contributions for that candidate certified by the CCEC. The unopposed candidate is not eligible to receive matching funds. If a candidate is unopposed in both the primary election and the general election and received the amount equal to \$5 times the number of valid qualifying contributions in the primary election, the candidate will NOT receive additional funding for the general election. The candidate may carry forward primary CCEC funding into the general election period. A.R.S. § 16-951(A)(3), (C) & (D).

- 3 Independent candidates receive 70% of the sum of the primary election spending limit and the general election spending limit. The funding is received as soon as the candidate is approved to receive funding and is available for the candidate to spend in both the primary and general elections. A.R.S. § 16-951(A)(2) & -953(A).
- 4 Nonparticipating candidates must file “trigger reports” when certain dollar amounts are exceeded. The reports are used by CCEC to calculate matching funds due to participating candidates. Nonparticipating candidates must file an *original* report on the correct filing date, when in the:
- **Primary Election Period:** Expenditures through the primary election exceed 70% of the primary election spending limit; or
 - **General Election Period:** Total contributions made to any date during the general election period, less expenditures made through the primary election, exceed 70% of the general election spending limit. A.R.S. § 16-941(B)(2).

Nonparticipating candidates must file *supplemental reports*, which are triggered after the original report has been made, on the correct filing date, when in the:

- **Primary Election Period:** Expenditures exceed 10% of the original primary election spending limit or \$25,000 whichever is lower, before the general election period; or
- **General Election Period:** Contributions less expenditures through the primary election exceed 10% of the original general election spending limit or \$25,000 whichever is lower, during the general election period. A.R.S. § 16-958(A).

Chart of Personal & Early Contribution Limits

| Office | Maximum Early Contributions (aggregate) | Maximum Early Contribution from an Individual | Maximum Aggregate Personal Contributions ⁵ |
|--------------------------------------|-----------------------------------------|-----------------------------------------------|-------------------------------------------------------|
| Governor | \$46,440 | \$120 | \$1,160 |
| Secretary of State | \$23,820 | \$120 | \$1,160 |
| Attorney General | \$23,820 | \$120 | \$1,160 |
| Treasurer | \$11,910 | \$120 | \$1,160 |
| Superintendent of Public Instruction | \$11,910 | \$120 | \$1,160 |
| Corporation Commission | \$11,910 | \$120 | \$1,160 |
| Mine Inspector | \$5,950 | \$120 | \$1,160 |
| Legislature | \$2,980 | \$120 | \$580 |

- 5 Personal contributions include the candidate’s personal monies and monies given to a candidate from certain family members. A family member includes the candidate’s parent, grandparent, spouse, child or sibling, and the parent or spouse of any of those people. Any contribution given by these people count towards the personal contribution limit. A.R.S. § 16-901(10) & (18).

Reporting Contributions



A campaign finance report must include all contributions received by the committee through the end of the reporting period. Contributions include both monetary contributions and “in-kind” contributions. It is the candidate’s responsibility to ensure that all contributions are entered into the campaign finance software. The following table lists the limits applicable to both participating and nonparticipating candidates.

| 2006 Contribution Limits - Nonparticipating Candidates | | | |
|---------------------------------------------------------------|--------------------------------|---------------------------------|----------------------|
| Office | Individual Contribution Limit* | Total Received from Individuals | Personal Money Limit |
| Governor | \$760 | No limit | No limit |
| Secretary of State | \$760 | No limit | No limit |
| Attorney General | \$760 | No limit | No limit |
| Treasurer | \$760 | No limit | No limit |
| Superintendent of Public Instruction | \$760 | No limit | No limit |
| Corporation Commission | \$760 | No limit | No limit |
| Mine Inspector | \$760 | No limit | No limit |
| Legislature | \$296 | No limit | No limit |

*The maximum any individual can contribute to candidates and committees who give to candidates in a calendar year is \$3,530. A.R.S. § 16-905(E).

| 2006 Contribution Limits -Participating Candidates | | | |
|-----------------------------------------------------------|------------------------------------------|---------------------------------|----------------------|
| Office | Early Contribution Limit per Individual* | Total Received from Individuals | Personal Money Limit |
| Governor | \$120 | \$46,400 | \$1,160 |
| Secretary of State | \$120 | \$23,820 | \$1,160 |
| Attorney General | \$120 | \$23,820 | \$1,160 |
| Treasurer | \$120 | \$11,910 | \$1,160 |
| Superintendent of Public Instruction | \$120 | \$11,910 | \$1,160 |
| Corporation Commission | \$120 | \$11,910 | \$1,160 |
| Mine Inspector | \$120 | \$5,950 | \$1,160 |
| Legislature | \$120 | \$2,980 | \$580 |

Definition of Contribution

A contribution is defined as any gift, subscription, loan, advance, or deposit of money or anything of value made for the purpose of influencing an election. A.R.S. § 16-901(5).

Types of Contributions

- **Individual Contribution:** Candidates may receive contributions from individual U.S. citizens or green card holders [11 C.F.R. 110.20(b)] in the form of check, cash or credit card. The contributor does not need to be a resident of Arizona and does not need to be registered to vote. A participating candidate may accept early contributions only from individuals and only during the exploratory period and qualifying period. A.R.S. § 16-945(A).

- **Political Committee Contribution:** Participating candidates may *not* collect contributions from political committees. Nonparticipating candidates may collect contributions from political committees.
- **In-Kind Contribution:** An in-kind contribution is a contribution of goods or services or anything of value that is not a monetary contribution. A.R.S. § 16-901(15). In-kind contributions must be assessed at a fair value and must be reported. These contributions are held to the early contribution limits applicable to both participating and nonparticipating candidates. An individual may give a candidate an in-kind contribution and a monetary contribution, but combined, they cannot exceed the early contribution limits listed in the table on the other side of this handout. Participating candidates may not accept in-kind contributions from anyone except individuals, limited to \$120 in value.
- **Personal Money:** Participating candidates may provide a limited amount of their own money or in-kind contributions to their campaign. A participating candidate for legislature may use up to a total of \$580 in personal monies, and a participating candidate for statewide office may use up to a total of \$1,160. **Note:** Contributions from certain family members are considered to be personal money. A family contribution is defined as a contribution from a parent, grandparent, spouse, child or sibling of the candidate or a parent or spouse of any of those persons. Therefore, if one of the aforementioned family members wants to give a contribution to a candidate's campaign, the contribution will count towards the candidate's \$580 personal money limit. A.R.S. § 16-901(10).

Certain transactions are not considered to be contributions

- Volunteer services provided by an individual to a candidate's campaign [A.R.S. § 16-901(5)(b)(i)]. Volunteer services includes travel expenses. Volunteers do not need to be reimbursed for their campaign related travel expenses, and the volunteer's travel expenses are not a contribution to the candidate. A.R.S. § 16-901(5)(b)(iv).
- Legal or accounting services provided to the candidate at no cost. This exemption only applies if the only person paying for the services is the regular employer of the individual rendering the services and if the services are solely for the purpose of compliance with campaign law. A.R.S. § 16-901(5)(b)(ix).
- The use of personal property by an individual in the course of volunteering services to a candidate. Volunteers may also use property that is regularly used by a community for noncommercial purposes (church, community room, etc.). A.R.S. § 16-901(5)(b)(iii).
- The cost of invitations, food and beverages provided by an individual in the course of volunteering for a candidate as long as the cumulative value of the items do not exceed \$100 in an election year. Any amount above \$100 is considered to be an in-kind contribution to the candidate. A.R.S. § 16-901(5)(b)(iii).

Example: A volunteer decides to throw a \$5 qualifying contribution fundraising party for a candidate in the volunteer's own home. Each adult that lives in the home may provide up to \$100 in refreshments and invitations. The volunteer and her husband spend \$100 each to purchase food for the party. The candidate spends \$50 in campaign funds for dessert. The \$200 spent by the volunteer and her husband are *not* considered to be contributions and do *not* need to be reported. The \$50 spent by the candidate with campaign funds is an expenditure that must be reported.

Note: \$5 qualifying contribution fundraising parties are permissible as long as contributing \$5 or making any other contribution to the campaign is not a requirement for attending the party and partaking in refreshments.

Trigger Reports for Nonparticipating Candidates

Nonparticipating candidates must file a series of original and supplemental reports with the Secretary of State's Office, above and beyond the six period campaign finance reports, when certain dollar amount thresholds are met or exceeded. The reports are used by the CCEC to trigger equalization of funding for participating candidates running campaigns under Clean Elections.

Triggering Levels

The following chart sets forth the amounts that trigger reports during the primary and general election periods:

| Office | Primary Election Spending Limits | 70% / 10% | General Election Spending Limits | 70% / 10% |
|---------------------------------------------|----------------------------------|----------------------|----------------------------------|----------------------|
| Governor | \$453,849 | \$317,694 / \$25,000 | \$680,774 | \$476,542 / \$25,000 |
| Secretary of State | \$95,550 | \$66,885 / \$9,555 | \$143,325 | \$100,328 / \$14,333 |
| Attorney General | \$95,550 | \$66,885 / \$9,555 | \$143,325 | \$100,328 / \$14,333 |
| Treasurer | \$47,770 | \$33,439 / \$4,777 | \$71,655 | \$50,159 / \$7,166 |
| Superintendent of Public Instruction | \$47,770 | \$33,439 / \$4,777 | \$71,655 | \$50,159 / \$7,166 |
| Corporation Commissioner | \$47,770 | \$33,439 / \$4,777 | \$71,655 | \$50,159 / \$7,166 |
| Mine Inspector | \$23,890 | \$16,723 / \$2,389 | \$35,835 | \$25,085 / \$3,584 |
| Legislature | \$11,945 | \$8,362 / \$1,195 | \$17,918 | \$12,543 / \$1,792 |

When to file a trigger report

- ◆ Nonparticipating candidates must file an **original report** on the correct filing date, when in the:
 - **Primary Election Period:** Expenditures through the primary election exceed 70% of the primary election spending limit; or
 - **General Election Period:** Total contributions made to any date during the general election period, less expenditures made through the primary election, exceed 70% of the general election spending limit. A.R.S. § 16-941(B)(2).

- ◆ Nonparticipating candidates must file **supplemental reports**, which are triggered after the original report has been made, on the correct filing dates each time in the:
 - **Primary Election Period:** Expenditures exceed 10% of the original primary election spending limit or \$25,000 whichever is lower, before the general election period; or
 - **General Election Period:** Contributions less expenditures through the primary election exceed 10% of the original general election spending limit or \$25,000 whichever is lower, during the general election period. A.R.S. § 16-958(A).



Trigger Reporting Dates

Below is a chart of original and supplemental trigger reporting dates. Each time a nonparticipating candidate reaches a trigger threshold, the nonparticipating candidate is required to file a campaign finance report by the next due date listed in the chart.

| Trigger Reporting Dates for Nonparticipating Candidates | |
|---------------------------------------------------------|-----------------------------------|
| January | 1 |
| February | 1 |
| March | 1 |
| April | 1 |
| May | 1 |
| June | 1 |
| July | 1, 11, 18, 25 |
| August | 1, 8, 15, 22, 29, 30, 31 |
| September | 1, 5, 6, 7, 8, 11, 12, 19, 26 |
| October | 3, 10, 17, 24, 25, 26, 27, 30, 31 |
| November | 1, 2, 3, 6, 7 |
| December | <i>none</i> |

Example: On May 25, 2006, a nonparticipating candidate for legislature has made expenditures totaling \$9,000. The nonparticipating candidate has now surpassed the original trigger report expenditure level of \$8,362 and must file his original trigger report by June 1, 2006. On July 8, 2006, the nonparticipating candidate has made an expenditure of \$1,500 for campaign signs. The new expenditure for signs causes the nonparticipating candidate to surpass the \$1,195 supplemental trigger level. The nonparticipating candidate must file a supplemental trigger report by July 11, 2006.



IMPORTANT NOTE

The campaign finance software, provided free of charge by the Secretary of State's Office, is programmed for the triggering events and will prompt the user when it is time to file a report. The software must be opened and used **every day** during an election cycle in order for the triggering events to occur properly. If campaign transactions are not entered into the software when they occur, a trigger reporting deadline may be inadvertently missed, causing matching funds to be withheld from participating opponents. The CCEC may initiate an enforcement action against a nonparticipating candidate who does not file trigger reports timely and correctly.